



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Management Assistant [Classified Competitive]			Salary P18 \$49,742.44 - \$70,150.48
Posting Number 215-22	Position Number 044276	Number of Positions 1	Posting Period * From: 03/03/2022 To: 03/17/2022
Location: Division of Management and Administration Office of Administrative Services 55 North Willow Street 1st Floor, Trenton, NJ 08618			Scope of Eligibility/Open to: Department of Health Employees
GENERAL DESCRIPTION			
<p>The Management Assistant will provide a wide range of administrative services in support of manager(s) within the Office of Administrative Services. The position will be responsible for the coordination of the Department's initiative to digitize and modernize the Department's inventory of internally utilized and external forms to ensure the information cycle components are realized and maximized.</p> <p>The position will also assist the HR Liaison with managing full time employee requests within the Office of the Commissioner and Division of Management and Administration. Will prepare weekly and monthly project status reports. Assists in the processing and tracking of all requests for HR action within the Division of O/C and M/A, including recruitment, retirements, reassignments, reclassification requests, disciplines, etc.</p> <p>Furthermore, this position will assist Division staff with the DOH internal HR Track process to ensure completeness and accuracy of on boarding requests for full time employees. Will provide technical assistance to Department staff relative to form requests and inquiries.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.</p> <p>EXPERIENCE: One (1) year of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: PSTMA@doh.nj.gov • Mail the required documents to: Kevin Jennings, Supervising Mgt. Impr. Specialist Management and Administration Reference Posting #215-22 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360 <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*